
Stage Managers Guide

Summer 2000



THE BAND OF THE U. S. AIR FORCE RESERVE

JAZZ ENSEMBLE

STAGING REQUIREMENTS

Arrival

The band will arrive according to the operations representative's (OPS REP) designated time, usually three (3) hours before the performance. The event sponsor, or point of contact, should be available to meet the band upon arrival to greet and assist the OPS REP with the final organization of the performance. The following are standard requirements needed to ensure a memorable performance by the Jazz Ensemble.

Stage

Dimensions: Performance area should be at least 30 feet wide by 20 feet deep.

Construction: The area must be level and solid (not grass or dirt, etc.). The stage must be dry and if a covering is used (outside) the supports must be clear of the stage dimensions for safety. Be aware that the Jazz Ensemble cannot perform in inclement weather, to include high winds. Please have an indoor backup plan if needed, and provide this information to the OPS REP.

Seating: 10 chairs are needed. They must have no arms, clips, or handles on the sides that could cause damage to the instruments.

Electrical Power: Under normal circumstances the band must have access to four independent 120Volt, 20 Amp circuits. These circuits must terminate in common household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage. Power must be turned on when the band arrives. If an electrician is needed, please have them available as well.

Cleaning: The stage should be cleaned prior to the arrival of the band. Direct routing to power needs and a secure storage area on the same level should be provided for case storage. Also, area should be clear of all other equipment and events once the band is set up.

Access: The stage should be accessible without the use of stairs (ramp, dock, or freight elevator are preferred). If any center doorposts need to be removed, please have the tools available to do so.

Lighting

Lighting Engineer: A lighting engineer should meet with the band's production representative prior to the concert, preferably during set up, to discuss lighting requirements. If an engineer is not available, a representative from the theater should meet with the band's production representative. This representative should be authorized to make the theater lighting system accessible to the band and prepared to provide information concerning the lighting equipment.

Stage Lighting:

General Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. Due to the band's size we need an even light distribution.

Effect We would like to take advantage of lighting effects. Refer to the diagrams provided for specific coverage areas. Most vocals and instrumental solos perform in the "down stage" section (or apron), and will be covered by spotlights, or front stage lights (ellipsoidal or equivalent). The area where most of the band sits can be bathed in subdued light, predominantly blues, ambers, reds, and lavenders. The band uses stand lights to maintain bright enough levels to read by when necessary.

Spotlights: Follow spots will be used if available. Their use will be discussed by the production representative when meeting with the venue's lighting engineer. Our band does not have regular spotlight operators, and the sponsor, or venue, may need to provide operators, or make arrangements to authorize band personnel to operate the equipment.

Houselights: Houselights should be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Communications: The band needs clear communication to the house Lighting Engineer, both Spotlight operators, our Audio Technician, and a drop in the right stage wing for Productions.

Audio

Because of familiarity, we normally use our own sound system rather than the house system. In cases where a house system is available, our audio technician will determine whether or not it will be used.

Other Requirements:

Dressing Rooms

Two dressing rooms are needed: one for approximately 15 men, and one for approximately 2 women. These rooms should have clothing racks to hang uniforms, and full-length mirrors.

Restrooms

Two restrooms (men & women) should be available, preferably backstage, for the band's use.

Refreshments

As a minimum, cold water should be available backstage.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for the concerts can be obtained from the sponsor. Following the concert please allow one hour for the tear down and loading of the trucks. House personnel should be prepared to stay at least that long before being able to secure the building.

NOTE: ANY CHARGES FOR LIGHTING ENGINEER, SPOTLIGHT OPERATORS, BAND SHELL, ETC. MUST BE COORDINATED THROUGH THE SPONSOR.

If you have any questions please feel free to contact the sponsor or a representative of the Band of the United States Air Force Reserve, Productions or Operations.

Sponsor Contact Information:

Phone Numbers: () -

FAX:() -

To Contact the Air Force Reserve Band:

Write:

**Band of the United States Air Force Reserve
Attention: Productions
550 Allentown Rd. Bldg 763
Robins AFB, GA 31098-2252**

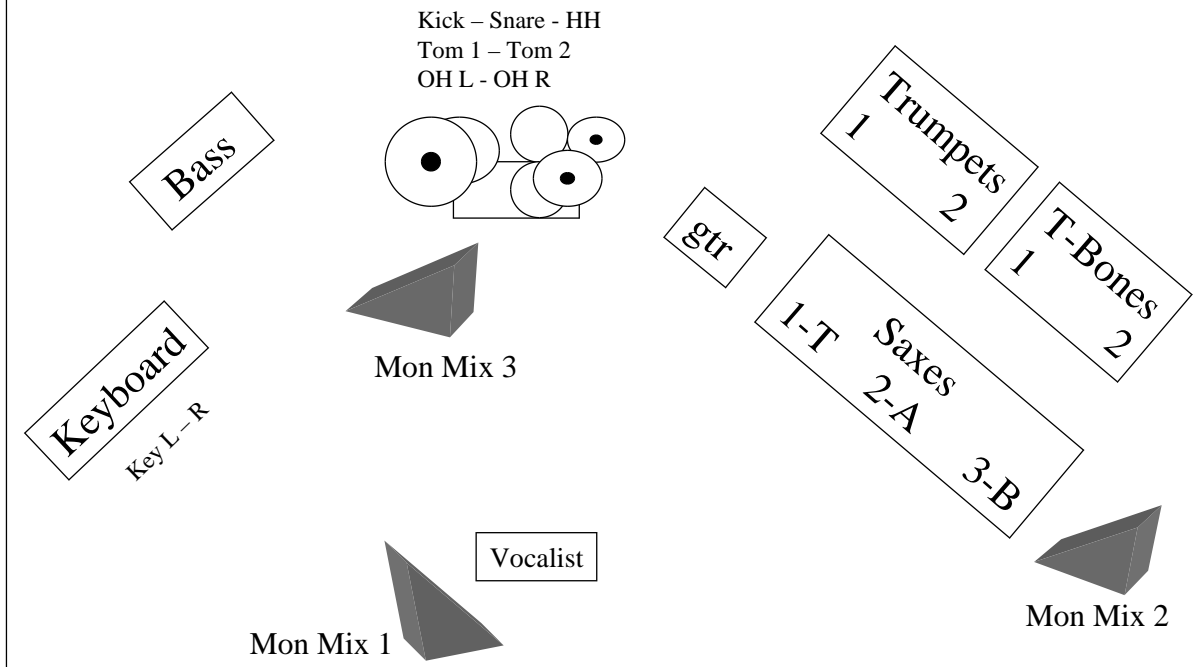
Or Call:

912-327-0555

FAX: 912-327-0568

Band Of The US Air Force Reserve

JAZZ ENSEMBLE



Channel	Instrument	Mic	Insert
1	KICK	M88	COMP-LIM-GATE
2	SNARE	SM 57	COMP-LIM-GATE
3	HH	SM 81	
4	Tom 1	Senn 504	GATE
5	Tom 2	Senn 504	GATE
6	OH L	SM 81	
7	OH R	SM 81	
8	BASS	DI	COMP
9	BASS		
10	GTR	DI	
11	GTR	DI	
12	Key 1 L	DI	COMP
13	Key 1 R	DI	COMP
14	SAX 1	414	COMP
15	SAX 2	414	COMP
16	SAX 3	414	COMP
17	Trump 1	421	COMP
18	Trump 2	421	COMP
19	BONE 1	RE-20	COMP
20	BONE 2	RE-20	COMP
21	MC	SM 58	
22	Krista (ds)VOX	SM58	COMP
23	VERB RTN Left		
24	VERB RTN Right		
25	DDL RTN		